

LOUISIANA TECH UNIVERSITY

INVITATION TO BID ONLY



BIDDER MUST FILL IN COMPANY NAME
AND COMPLETE ADDRESS (PRINTED OR TYPED)

RETURN THIS FORM TO:

PURCHASING OFFICE
P.O. Box 3157
408 Keeny Hall
College Drive
RUSTON, LA 71272

Phone: 318-257-4205
Fax: 318-257-3772

Company Quote
if applicable

PHONE:

FAX:

EMAIL:

FAILURE TO SIGN WILL DISQUALIFY BID

BID OPENING:

2:00 PM May 19, 2010

BID NUMBER:

50012-143-10

DEPARTMENT

Admissions

**PRICE MUST BE FIRM FOR AT
LEAST 30 DAYS FROM OPENING
DATE**

DELIVERY IN **DAYS**

TERMS

**BIDDER AGREES TO COMPLY
WITH ALL CONDITIONS
BELOW AND ATTACHED TO
THIS REQUEST.**

Prices are to be
complete and the FOB
point to be Louisiana
Tech University unless
otherwise specified.

Typed or Printed Name

Authorized Signature/Title

SEALED BID REQUEST FOR THE FOLLOWING:				
1	2010 - View Book - piece 1 of 3	10,000 15,000 20,000		
2	2010 - View Book envelope - pc. 2 of 3	10,000 15,000 20,000		
3	2010 - Mini View Book - pc. 3 of 3	7,500 10,000		
<u>Bid all or none per attached specs.</u>				
<u>BIDS MUST BE RECEIVED IN A SEALED ENVELOPE WITH BID NUMBER REFERENCED OUTSIDE.</u>				

IMPORTANT: If bidding other than requested brand and product number (or style), enclose sufficient literature to determine compliance with specification. Failure to comply with this request may eliminate your bid from consideration. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.



Date: 4.23.10

Contact: Elena Parker ph 318.257.4854 fax 318.257.4938 e-mail: eparker@latech.edu

Please quote by: 21 day bid - Artwork/layout completed by June 30th - need to take delivery by July 31th

Note: _____

Please quote your best price and turnaround time for the following job:

Specifications:

Title of job: View Book manual 10 1 of 3 - Price jobs together

Quantity: 10,000 15,000 20,000

Total Pages: 32 inside pages plus cover (36 pages - 9 signatures total)

Page Size: 8.5w x 11h finished - 17w x 11h flat

Paper: cover: 80 lb gloss cover inside: 100lb gloss text

Ink: 4 color process/4 color process throughout - full bleed

Bindery: trimmed / scored / folded / saddle stitched

Packing: FOB LA Tech shipping, administration and/or handling fees must be included in bid

Proofs: Blue-line/Imposition Proof & MATCH PRINT REQUIRED!

Material Provided: Files provided in InDesign CS3

Special Instructions: Note: Complete job must be offset printed.

Quote:

Price: \$ _____

Remarks:

Thank you for your bid. We look forward to working with you.



Date: 4.23.10

Contact: Elena Parker ph 318.257.4854 fax 318.257.4938 e-mail: eparker@latech.edu

Please quote by: 21 day bid - Artwork/layout completed by June 30th - need to take delivery by July 31th

Note:

Please quote your best price and turnaround time for the following job:**Specifications:**

Title of job: View Book 10 Envelope 2 of 3 (please price jobs together)

Quantity: 10,000 15,000 20,000

Total Pages: 1 page

Page Size: Open Side #9 envelope 8.75 x 11.5 or 9x12 env - please state which used

Paper: 28lb White Wove - peel and stick flap

Ink: 4 color process - no bleed

Bindery:

Packing: FOB LA Tech shipping, administration and/or handling fees must be included in bid

Proofs: Blue-line & match print REQUIRED!

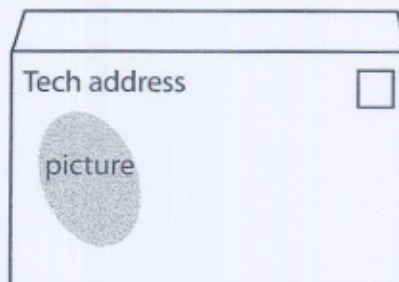
Material Provided: Files provided in Illustrator CS2

Special Instructions: Note: Complete job must be offset printed.

Quote:

Price: \$

Remarks:

**Thank you for your bid. We look forward to working with you.**



Date: 4.23.10

Contact: Elena Parker ph 318.257.4854 fax 318.257.4938 e-mail: eparker@latech.edu

Please quote by: 21 day bid - Artwork/layout completed by June 30th - need to take delivery by July 31th

Note:

Please quote your best price and turnaround time for the following job:

Specifications:

Title of job: Mini View-Book '10 3 of 3 - Price jobs together

Quantity: 7,500 10,000

Total Pages: 8 pages plus cover (cover is longer than inside, reply card attached to cover)

Page Size: cover: 4.125 w x 5.5h finished 5.5h x 12.25w flat inside: 4.125w x 5.5h finished 8.25w x 5.5h flat

Paper: 80lb cover gloss

Ink: 4 color process/4 color process - full bleed

Bindery: trimmed/scored/folded/stitched /bk cover has one vertical perf. which folds in then all is CLEAR TABBED shut

Packing: FOB LA Tech shipping, administration and/or handling fees must be included in bid

Proofs: Blue-line/Imposition proof & MATCH PRINT REQUIRED!

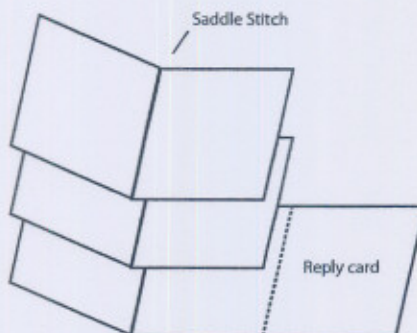
Material Provided: Files provided in InDesign CS3

Special Instructions: Note: Complete job must be offset printed.

Quote:

Price: \$

Remarks:



Thank you for your bid. We look forward to working with you.

ITEMS BELOW APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF QUOTATION
ANY EXCEPTIONS THERETO MUST BE IN WRITING

REQUIREMENTS AND INSTRUCTIONS

Bids signed in ink should be submitted on this form.

Prices are to be complete and the FOB point to be Louisiana Tech University unless otherwise specified.

Prices must be firm for at least 30 days from bid opening date.

Terms will be considered Net 30 unless otherwise specified.

Bids cannot be altered or amended after opening. Any alterations made before bid opening should be initialed by vendor.

Louisiana Tech University reserves the right to accept quotes after this date if it is determined to be in the best interest of the state.

If bidder takes no exception he will be required to furnish product as specified in the ITB. All items shall be new and in first class condition unless otherwise stated in ITB. Oral agreements will not be recognized.

REJECTION OF BIDS

Louisiana Tech University reserves the right to reject any or all bids and to waive all informalities.

AWARDS

Awards will be made to the lowest responsible and responsive bidder, taking into consideration the quality of the products to be supplied, their conformity with the specifications, the purpose for which they are required, and the time of delivery. Discounts for less than 30 days will not be considered for award purposes. Unless otherwise specified, the University reserves the right to award by individual items, related items, or total, whichever it deems in its best interest.

LOUISIANA PREFERENCE

A preference will be given to materials, supplies, and provisions produced, manufactured, grown, or harvested in Louisiana, quality being equal to articles offered by competitors outside the State. It will be the bidder's responsibility to indicate on his bid response which items qualify.

ACCEPTANCE

Only the issuance of a purchase order or a signed contract constitutes acceptance by the University.

TAXES

In accordance with Act 1029 of the 1991 Legislative regular session, Louisiana Tech and all other state agencies are exempt from state sales and use tax.

DELIVERY

Quote should show number of days required to place material in Central Receiving at Louisiana Tech. Failure to state delivery time obligates bidder to complete delivery in 14 calendar days. Default in promised delivery or failure to meet specifications may result in cancellation of order. The defaulting vendor may be responsible for any additional cost in reissuing the order (RS39:1661(c)). No substitutions or cancellations permitted without approval from Purchasing. Delivery should be made between 7:30am to 4:00pm week days. PURCHASE ORDER NUMBER MUST APPEAR ON ALL BOXES AND SHIPPING SLIPS. Goods may be returned if not identified.

INSPECTION AND ACCEPTANCE

Each item upon delivery will be inspected by Louisiana Tech. Acceptance will be made after inspection determines that all requirements of the specifications are met and the goods are in acceptable condition.

PAYMENT

Invoices for items shall be submitted in duplicate to the Comptroller's Office, Box 7924, Ruston, LA 71272. Items must be invoiced with quantity, unit, and price indicated on purchase order. PURCHASE ORDER NUMBER MUST APPEAR ON EACH INVOICE.

NOTE TO BIDDER: Any terms and conditions attached to a bid will not be considered unless the bidder specifically references them on the front of this bid form. The laws of the State of Louisiana must prevail on all bids.

Abstracts of bids are not furnished, but are kept on file in the Purchasing Office for inspection by any citizen.